

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 28, 2005

Regulation Package #0305-04

ERRATA FOR CDSS MANUAL LETTER NO. OPS-05-01

TO: HOLDERS OF THE OPERATIONS MANUAL, DIVISION 11

Regulation Package #0305-04**Effective 8/1/05****Sections 11-400, 11-402, 11-403 and 11-406**

This manual letter has been posted on the Office of Regulations Development website at http://www.dss.cahwnet.gov/ord/Operations_619.htm.

Please replace the attached pages for this manual letter. Some of the text was inadvertently placed in the wrong location. We apologize for any inconvenience this may have caused.

FILING INSTRUCTIONS

All new revisions are indicated by a vertical line in the left margin. Revisions shown in graphic screen will continue to be shown in that manner until new revisions are done to those pages. The attached pages are to be entered in your copy of the Manual of Policies and Procedures.

Page(s)Replace(s)

91 and 92

Pages 91 and 92

Attachments

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11-402 GROUP HOME RATE SETTING (Continued)

11-402

HANDBOOK BEGINS HERE

Example: Due date is January 1

- January is not counted
- First day of second full month following January is March

Effective date is March 1

HANDBOOK ENDS HERE

.35 A complete rate application with no program changes shall include:

.351 A complete Group Home Program Rate Application, SR 1;

.352 A complete Program Classification Report, (SR 2); and a complete Group Home Program Days of Care Schedule, (SR 5) for the provider's preceding two fiscal years (reporting period).

.353 A copy of:

- (a) The current license issued by CCL in accordance with Title 22, California Code of Regulations, Division 6, for each facility. If the license is provisional, submit a copy of the permanent license when received, and
- (b) The group home administrator certificate issued by CCL as defined in Section 11-402; or if not available, proof of submittal of processing fee and training certificate to CCL.
- (c) The organization's tax exempt status letter from either the Internal Revenue Service (IRS) or the California Franchise Tax Board designating the provider as tax exempt; if any changes have occurred since submission of the last tax exempt status letter; and,
- (d) An endorsed copy of the group home organization's Articles of Incorporation, filed with the California Secretary of State, if any changes have occurred since submission of the last Articles of Incorporation, demonstrating the organization:
 - (1) Operates in the public interest for scientific, education, service or charitable purposes;
 - (2) Is not organized for profit making purposes; and
 - (3) Uses its net proceeds to maintain, improve or expand its operations.

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(e) A copy of any initial or amended Statement of Information filed with the California Secretary of State.

(f) A complete listing of the corporation's Board of Directors to include full names, titles, mailing addresses and phone numbers.

.354 A declaration signed by the group home's board of directors that the organization will operate during the rate period in the public interest for scientific, education, service or charitable purposes; is not organized for profit making purposes; and uses its net proceeds to maintain, improve or expand its operations.

(a) The group home provider shall immediately notify the Department if the group home ceases to operate on a nonprofit basis, becomes inactive, suspended, or otherwise is not in good standing with the California Secretary of State.

.355 The group home training plan projected for the providers rate period or for providers with programs classified at RCL 13 or 14 who opt for the management of assaultive behavior training, the information required in Section 11-402.221(e)(7);

.356 (a) A certification by the provider that all information contained in the program statement previously submitted remains current with no changes; and

(b) If the previously submitted program statement no longer reflects the provider's current program, the provider shall submit an updated version of the program statement or addendum to the Department.

.357 In addition to the items in Sections 11-402.351 through .357, a group home program classified at RCL 13 or RCL 14 shall submit:

(a) A written agreement, that the program shall accept for placement only assessed/qualified children or emergency placements, as provided in Section 11-402.181(b). The agreement shall include the following:

(1) An original signature of the same individual whose signature appears on the SR 1; and

(2) The date signed.

(b) A statement, accompanied by appropriate documentation, that the requirements of Section 11-402.181(c) regarding the program certification have been met.

.358 A copy of the current lease(s) or rental agreement(s) if not previously submitted.